

## Standard Rezone Filing Checklist, (non-PD)

Check when completed	Forms	Deadline
	Petition	At time of Filing
	Notarized Consent (if neccessary)	At time of Filing
	Interested Parties List	At time of Filing
	Notice of Public Hearing (2 copies)	At time of Filing
	Notice of Public Hearing Release Form (2 copies)	At time of Filing
	Notice to Interested Parties Letter	At time of Filing
	Ordinances (17 copies)	At time of Filing
	WL City-Campus Community Collaboration Zone Verification (if necessary)	At time of Filing
	Copy of layout and Checkpoints for proposed Subdivision (required if rezoning from aguliculture to residential)	At time of Filing
	Fee, \$500 for rezone, \$10 per sign per frontage	At time of Filing
	Commitment (6), Ackownledgment of Administrative Officer Form, and additional \$100 (if necessary)	At time of Filing
	Purchase from APC (\$10 per sign) and post sign on each frontage of property	At least 10 days prior to meeting
	Mail Letters: by certified mail send to every name on the submitted list of interested parties: <b><u>including one to APC executive director</u></b>	At least 10 days prior to meeting
	Obtain a copy of the Proof of Publications (POP), contact newspapers if needed, may need to pay bill first	Day of APC meeting or earlier
Please email GanLegPubNotices@gannett.com / GRSC-West-Legals@gannett.com or call <u>Kia Thor/Derek Lindberg</u> @ 855-288-4370 option 3 to follow up on <b>Journal &amp; Courier</b> POP		
Please email legalads@intranix.com or call Janet Echlin @ 574-583-5121 to follow up on Lafayette Leader POP		
	The Affidavit of Notice to Interested Parties form, signed by you and notarized	Day of APC meeting
	All the Certified Mail receipts from the post office for the letters you've sent out	Day of APC meeting or after sending
	The Affidavit of Sign Posting form, signed by you and notarized on the day of the meeting	Day of APC meeting